

Study Rooms

Purpose

The library provides study rooms for quiet study and tutoring to assist citizens in succeeding in formal education, independent learning and personal pursuits.

Policy

1. Study room users are required to have a Minuteman Library Network card or a library card registered in the MLN system. Study Room users must also be at least age 12 (or grades 6 and higher), or accompanied by an adult.
2. At least one study room user is required to sign in at the Reference Desk when using the room. No more than 3 persons per room. No exceptions.
3. Study rooms may be reserved for a total of 2 hours (tutors are covered in a separate policy). The rooms are scheduled on the hour and half hour. Users can try to reserve a room as a walk-in, but we recommend users make reservations in advance as the rooms book up quickly. Please call the Reference Desk at 781-316-3233.
4. Study room users must vacate the room and return the key to the Reference Desk ON TIME. All study room users must return the key 5 minutes before the end of each session, which will ensure an on-time start for the next user. A \$5 fee will be charged to a user's account if the key isn't returned to the Reference Desk at the end of their session. This fee will block the user's ability to check out materials from the Robbins Library and prohibit the user from requesting material from other Minuteman libraries.
5. If a study room user is more than 20 minutes late, she/he forfeits the use of the room. A \$5 fee will be charged to study room users that repeatedly reserve study rooms but fail to show up for their reservations.
6. The study rooms are not soundproof (for a quiet environment, we suggest earplugs and the use of the designated "quiet" 2nd floor). Study room users must be considerate of others. Audio devices that disturb others are not allowed. We welcome tutors and recognize that there may be animated discussions during a session. Avoid loud talking and excessive noise.
7. Covered containers of water are allowed in the Study Rooms. All other food and drink is prohibited.
8. All study room users should be considerate of the next user and throw all waste and debris in the trash receptacle provided.

9. Users are responsible for ensuring that the study room is locked and for returning the key to the Reference Desk.
10. Users may extend their study room time only if they speak with the Reference Librarians before the end of their scheduled session. Users may only extend their session for up to 1 hour.
11. Study Rooms are a very popular service at the Robbins Library, and positive user experiences depend on all individuals adhering to the policy. In addition to the penalties previously listed, staff can impose a \$5 fine on a user's library account, a temporary ban (30 days) of study room privileges, or a permanent loss of study room privileges, depending on the severity and frequency of policy infractions.

Adopted by the Board of Trustees 12/14/04;

Amended 10/11/06

Amended 6/15/10

Amended 5/8/2012